

Job Announcement

Comptroller, Jefferson Parish Juvenile Court

The Jefferson Parish Juvenile Court (Harvey, La.) seeks a Comptroller. The purpose of the position is to direct financial management and planning for Juvenile Court to maintain effective financial control and provide accurate and timely financial information. Employees in this classification perform professional financial management and planning work. Position is responsible for all Court accounting and budget functions and performs related work as required.

- **Primary job responsibilities include:** Supervises finance department personnel as well as oversees day-to-day finance/accounting functions; Assigns tasks and projects; Monitors and reviews work; evaluates employee work performance; Recommends hiring of new staff, salary increases, discipline, transfers and promotions; Conducts staff meetings; Supervises Operations Manager and oversees operations projects; Approves requests for leave and coordinates backup for absent employees; Oversee all financial transactions in the accounting system including vendor invoices, checks, invoices, collections, deposits and transfers; Responsible for monthly and annual closing processes including all bank and balance sheet reconciliations; Responsible for maintaining integrity of general ledgers and supporting documentation; Prepares and records monthly salary allocation in accordance with grants; Reviews and interprets monthly results developing variance analysis reports; Prepares monthly financials for the judges and administration including statement of financial position, statement of activities, cash flow forecast and budget vs. actual reports; Actively involved in the development and revision of internal fiscal policy and procedures and in the planning, design and implementation of accounting systems and internal controls; Works in collaboration with program managers and Deputy Judicial Administrators regarding the fiscal administration of local, state and federal grants. Monitors compliance with fiscal guidelines for grant programs, ensuring federal and state regulations are strictly followed in the financial documentation and reporting of all funds; Works with program managers to review program budgets and forecast future expenditures; Maintains tracking for all grants and funds in the accounting system; Responsible for tracking all assets of the court and associated depreciation schedules; Review and interpret current state and federal legislation, regulations, and policies relating to all funds received; Oversees the preparation of annual Court and Parish operating budget; presents budget to the Chief Judicial Administrator and the Juvenile Court Judges; Attends the Parish Budget Hearings before the Parish Administration; Utilizes accounting system to ensure proper recording and reporting of financial activity; Communicates with public and private accountants; state, federal, and independent auditors; and program or management personnel as needed; Oversees and assists in conducting annual audit of Court entities; reviews and distributes final annual report; Drafts financial statement and submits to Juvenile Court Judicial Administrator; Advises Juvenile Court Judges and Judicial Administrator regarding financial matters and insurance needs; Completes year-end journal entries; Responsible for investment of Court funds; monitors cash management activities; Ensures employee training regarding changes in finance/accounting policies, rules and regulations; Analyzes financial

operations, procedures and recordkeeping as requested; performs special studies and projects as requested; Projects revenues in accordance with accounting standards affecting Juvenile Court; Acts in the absence of the Judicial Administrator as well as other Deputy Judicial Administrators as required; Participate in special projects and perform other duties as needed.

- **Knowledge, Skills, and Abilities:** Considerable knowledge of governmental accounting principles, practices and policies with ability to demonstrate and apply such knowledge; Fund accounting experience desirable; Knowledge of the functions of the organization and its divisions and agencies; Knowledge of laws, rules and regulations regarding administrative matters, municipal financial planning, investment strategies and financial reporting; Ability to handle multiple projects simultaneously; Ability to communicate orally and in writing with a wide variety of individuals and organizations; Ability to serve the public with patience, tact and integrity; Ability to handle stressful situations and effectively supervise the work performance of others.
- **Minimum Qualifications:** Bachelor's degree in business administration, finance, accounting or related field; supplemented by five (5) years work experience preferably in local government as a finance/accounting department manager with demonstrated experience in performing quantitative analysis activities including budget preparation; or a Master's degree in business administration, finance, accounting or related field and/or certification as a licensed certified public accountant with three (3) years of professional work experience; or an equivalent combination of education, training, and experience.

The starting salary for this position is \$65,150.00. Available benefits include: medical and dental coverage; participation in the Jefferson Parish Parochial Retirement System; paid vacation and sick leave.

Interested parties should complete an employment application which is available on the Jefferson Parish Juvenile Court's website (www.jpjc.org) as well as submit a résumé and cover letter by September 30, 2011 to the individual below:

Terryl Bedney , HR Coordinator
Jefferson Parish Juvenile Court
P. O. Box 1900
Harvey, Louisiana 70059

Email: tbedney@jpjc.org
Phone: (504) 367-3500 ext. 310
Fax: (504) 227-7856